

**PERFORMANCE SKILLS EVALUATION CHECKLIST
(OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating scale:

- 4 = Highly Skilled Successfully demonstrated without supervision
3 = Moderately Skilled Successfully demonstrated with limited supervision
2 = Limited Skill Demonstrated with close supervision
1 = Not Skilled Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

PERFORMANCE SKILLS STANDARDS				
Standard 01 – Keyboarding	1	2	3	4
Use correct keyboarding technique.				
<i>This includes the following:</i> <i>Eyes on copy or screen, not on keys.</i> <i>Fingers curved and oriented to home row.</i> <i>Correct fingers used for keystrokes.</i> <i>Key with smooth rhythm and quiet hands.</i> <i>Forearms parallel to slant of keyboard; wrists low but not resting on any surface.</i> <i>Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.</i>				
Standard 02 – Operating Systems	1	2	3	4
Use a computer operating system.				
<i>This includes the following: boot up a microcomputer, create and manage files and folders, execute programs.</i>				
Standard 03 – Word Processing	1	2	3	4
Use word processing software to create standard business documents.				
<i>This includes letters, memos, and reports using the following: textual citations, references, inserted textual files; inserted graphics and other objects; changes in margins, text alignment, line spacing, tabs, indents, move, copy, page setup; changes in typeface and emphasis (font, underscore, italics, and boldface); corrections of language mechanics and word usage.</i>				

Student Name: _____

Standard 04 – Spreadsheet	1	2	3	4
Create spreadsheets and manipulate data.				
<i>This includes the following: format, insert, delete, copy, move, calculate with formulas and functions, sort, create and interpret charts (graphs).</i>				
Standard 06 – Internet	1	2	3	4
Access on-line information resources.				
<i>This includes the following: alphabetical browse, keywords, and Boolean connectors in searches of on-line library catalogs, downloading Internet resources.</i>				
Standard 07 – E-Mail	1	2	3	4
Use electronic mail.				
<i>This includes the following: set up a personal e-mail account, receive and read e-mail messages, send e-mail with and without attachments, receive and open attachments to e-mail messages.</i>				
Standard 08 – Electronic Presentation	1	2	3	4
Create an electronic presentation.				
<i>This includes the following: a variety of slide layouts, transitions, automatic timing, graphics, text, and correct language mechanics and word usage.</i>				
Standard 09 – Integrated Project	1	2	3	4
Create a project for a different content area using computer technology skills.				
<i>Include any or all of the following in a pre-approved project to be presented for grading to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, electronic presentation.</i>				